

## FIRE DEPARTMENT

130 W. ST. PAUL AVENUE  
WAUKESHA, WISCONSIN 53188-5172  
TELEPHONE 262/524-3651 FAX 262/524-3670

Dear Applicant,

Thank you for taking out an application for the City of Waukesha Fire Department. Please ensure that you have all of the necessary forms, as listed below:

- City of Waukesha Employment Application (4 pages)\*
- Applicant Data Sheet (1 page)\*
- Waukesha Fire Department Waivers/Agreements/Statements (1 page)\*
  - Candidate Physical Ability Test (CPAT) Waiver
  - Condition of Employment Agreement
  - Use of Tobacco Products Statement
  - CPAT Practice and Training Questionnaire
- Employment Posting (1 page)
- Firefighter Recruitment Time Line (1 page)
- Waukesha Fire Department Recruitment Overview (2 pages)

**\*Forms required to be completed and submitted as part of complete application packet (6 pages).**

### INSTRUCTIONS:

Complete the application form (thoroughly, accurately, and legibly), and read and sign all other required forms as indicated above. Please limit the documentation you submit to that which is required at this time, and listed in this letter.

**IMPORTANT:** *You must include clear and legible copies of the following with your application:*

- **Your *State of Wisconsin Fire Fighter Level II Certification* (or higher) or Associate Degree in Fire Science Diploma**
- **Your *State of Wisconsin Paramedic License* (NATIONAL REGISTRY ALONE UNACCEPTABLE)**
  - ***As detailed in the employment posting, if you have not obtained State of Wisconsin Paramedic licensure, you must provide written documentation from an educational institution showing proof of enrollment and good standing status, including mention of paramedic program completion date prior to August 1, 2016***
- **Your *Valid Drivers License***

Completed packets must be returned to the City of Waukesha Human Resources Department (201 Delafield Street, Room 205, Waukesha) by 4:00 p.m. on Tuesday, March 29, 2016, or must be postmarked no later than Tuesday, March 29, 2016. If you have any questions pertaining to this application packet, please contact me at (262) 524-3657.

Sincerely,

Katherine S. Stefan, Administrative Assistant  
City of Waukesha Fire Department



# EMPLOYMENT APPLICATION

## INSTRUCTIONS

- This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False or misleading statements during the interview or on this form are grounds for terminating the applicant process or, if discovered after employment, termination of employment. All qualified applicants will receive consideration regardless of race, color, creed, religion, sex, sexual preference, national origin, marital status, age or the presence of disabilities. A felony conviction will not automatically bar an applicant from City employment. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment and prior to reporting for work, you may be required to complete a medical history form and may be required to submit to an examination by a medical professional designated by the City.

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cellular Telephone : \_\_\_\_\_

Position applying for: \_\_\_\_\_

Employment Category                      Full time                      Part time                      Seasonal

Education	Name of School	City and State	Major Subject	Degree/Diploma Achieved and Number of Years Attended
High School				
College/University				
College/University				
Other				

List any other skills, licenses, or certificates that may be related to the position for which you are applying.

## Employment History

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the last 10 years. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheet if necessary.

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## References

List only those familiar with your work ability. Do not list relatives or friends.

Name

Address/Telephone Number

Years Known/Relationship

1

2

3

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact: \_\_\_\_\_ Reason: \_\_\_\_\_

## Drivers License

Should the job require, do you have the appropriate valid drivers license? \_\_\_\_\_ Yes \_\_\_\_\_ No

License #: \_\_\_\_\_ Type: \_\_\_\_\_ State of Issue: \_\_\_\_\_

List any moving violations for the previous five (5) years \_\_\_\_\_

Failure to list all applicable violations on your drivers license will result in disqualification of your application.

## Convictions (Other than minor traffic violations)(PROVIDE YOUR BIRTHDATE ON THE APPLICANT DATA SHEET. YOUR BIRTHDATE WILL BE USED FOR CRIMINAL BACKGROUND CHECK ONLY.)

Since your 17th birthday, have you ever been convicted of any felony or misdemeanor, or been convicted of military court-martial offenses? \_\_\_\_\_ Yes \_\_\_\_\_ No

As a juvenile, have you ever been waived into adult court and convicted of any felony or misdemeanor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list all convictions and all pending charges, including relevant dates. Attach additional pages if necessary.

Date (mm/yr)	Court Location (City/State)	Conviction or Pending Charge	Disposition

In accordance with federal, state and local law, pending criminal charges or any convictions will not be considered unless they are substantially related to circumstances of the particular job. Convictions and pending charges not reported will be cause for disqualification of your application.

## Skills Checklist

What is your typing speed? \_\_\_\_\_

Can you operate a computer? \_\_\_\_\_

Are you familiar with the Internet? \_\_\_\_\_

Can you operate a FAX machine? \_\_\_\_\_

List the software programs with which you are familiar \_\_\_\_\_

## Confidentiality

Candidates for city positions may request confidentiality of their names and application information. However, for those positions identified as "local public offices" by sec. 19.42(7)(w) Wis. Stats., the City cannot maintain requested confidentiality if your name is sent to the mayor for consideration or if you are among the group of five most qualified candidates. Generally, only department or division head positions are considered "local public offices." Please contact the Human Resources Department to inquire if the position you are applying for is considered a local public office.

- ☐ I request confidentiality of my name as a candidate for this position.  
☐ I do not request confidentiality of my name as a candidate for this position.

Failure to indicate your preference will subject your name and application materials to release in accordance with the above statement.

## Certification and Release

I certify that I have read and understand the applicant note on this form and that all the answers given by me to the forgoing questions and the statements made are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or termination at any time during my employment. I authorize the City of Waukesha and/or its agents including consumer reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs prior to and during my employment is prohibited. If City policy requires, I am willing to submit to drug testing to detect the use or abuse of drugs during my employment.

I understand that application forms must be received in the Human Resources Department no later than 4:00 p.m. on the designated closing date, that the City is not responsible for errors made by the postal system or for mechanical failure of a FAX machine or e-mail system.

I further understand and agree that this application is not a contract for employment, and that any individual hired by the City of Waukesha may leave their employment or may be terminated by the City of Waukesha at any time for any reason. I understand that, other than a written statement signed by the Human Resources Director of the City of Waukesha, any oral or written statements to the contrary are not valid, are expressly disavowed and should not be relied upon by any prospective or existing employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application may be mailed to: Human Resources Department, City of Waukesha, 201 Delafield Street, Waukesha, WI 53188.  
The postmark on the envelope must be dated no later than the designated closing date in order to be accepted. Applications and resumes can be faxed to: (262) 650-2572 no later than 4:00 p.m. on the designated closing date.

# APPLICANT DATA SHEET

This form will only be used by the Human Resources Department and will not be forwarded to the hiring authority.

Last name (please print clearly)	First Name	MI	Date
Application for position of: _____			
Date of Birth: ____/____/____			
If you should become a finalist in the hiring selection process, the City of Waukesha will require your date of birth. This information is intended for the sole use of a background investigation process for candidates.			

The City of Waukesha has adopted an Affirmative Action policy in compliance with State and Federal Law and City of Waukesha policies and ordinances. The disclosure of the following information is voluntary and allows us to meet federal government reporting requirements and evaluate the effectiveness of our recruitment efforts. This sheet will be removed from your application and the data will be kept confidential and will not be used in making employment decisions. Refusal to provide this information will not subject you to any adverse treatment.

(PLEASE CHECK THE APPROPRIATE CATEGORY)

**RACIAL AND/OR ETHNIC HERITAGE:**

- ☐ **White, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
- ☐ **Black or African American, not Hispanic/Latino origin.** (A person having origins in any of the Black racial groups of Africa.)
- ☐ **Hispanic or Latino.** (A person of Cuban, Mexican, Puerto Rico, South or Central American, or other Spanish culture or origin)
- ☐ **American Indian or Alaskan Native, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintain tribal affiliation or community attachment.)
- ☐ **Asian, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand or Vietnam.)
- ☐ **Native Hawaiian or Other Pacific Islander, not Hispanic/Latino origin.** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- ☐ **Two or more races, not Hispanic/Latino origin.** (All persons who identify with more than one of the above races.)
- ☐ **Other (specify)** \_\_\_\_\_

GENDER      ☐ Male      ☐ Female

DISABILITY: Do you have a disability?      ☐ Yes      ☐ No

Can you perform the requirements of the position you are applying for with or without reasonable accommodation?

☐ Yes      ☐ No

The City of Waukesha considers a person with a disability anyone who meets the definition under either the American with Disabilities Act or the Wisconsin Fair Employment Act. You may contact the City of Waukesha Human Resources Department at (262) 524-3745 for additional information.

# WAUKESHA FIRE DEPARTMENT WAIVERS/AGREEMENTS/STATEMENTS

## CANDIDATE PHYSICAL ABILITY TEST (CPAT) WAIVER

The Candidate Physical Ability Test (CPAT) is administered at the City of Waukesha Fire Department Training Center. It provides an opportunity for the applicant to demonstrate the minimum required agility, coordination, and strength necessary for job performance. The test may prove to be strenuous. If applicants have any reason to believe the test may be injurious to his/her health, the applicant should contact a doctor prior to participation. The decision to participate in this phase of the recruitment process is the applicant's, and he/she assumes full responsibility for any injury or harmful effects that may result.

I have read and understand the above statement, thereby releasing the City of Waukesha from any and all claims of responsibility that may result from participation in the CPAT.

## CONDITION OF EMPLOYMENT AGREEMENT

As an applicant for employment, I understand that upon accepting employment with the City of Waukesha Fire Department, I am agreeing to the following conditions:

1. Firefighters will maintain State of Wisconsin Paramedic License.
2. Failure to maintain State of Wisconsin Paramedic License may result in discipline, up to and including termination from employment.

## USE OF TOBACCO PRODUCTS STATEMENT

All Firefighters are **PROHIBITED** from the use of tobacco products, **ON or OFF DUTY**, effective the date of hire. PENALTIES INCLUDE:

1. First Offense: Verbal Warning.
2. Second Offense: Written Warning and 30 day suspension with pay.
3. Third Offense: Charges will be filed with the Police & Fire Commission.

## INTEREST IN CPAT PRACTICE SESSION(S) AND/OR FITNESS ASSISTANCE PROGRAM

Please check ALL that may apply:

- ☐ I am interested in attending CPAT practice session on 5/11 (between the hours of 1 pm and 5 pm)
- ☐ I am interested in attending CPAT practice session on 5/21 (between the hours of 8 am and noon)
- ☐ I am interested in participating in a fitness program provided by personal trainers (at my cost)

As an applicant for the City of Waukesha Fire Department, I have read and understand all of the information provided to me in this document.

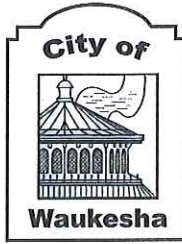
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

(We will use email address as preferred method of contact for CPAT practice information as well as any other fitness program information that becomes available.)





## **CITY OF WAUKESHA**

# **EMPLOYMENT OPPORTUNITIES**

**An Equal Opportunity Employer Functioning Under an Affirmative Action Plan**

### **FIREFIGHTER**

The City of Waukesha Board of Police and Fire Commissioners is accepting applications for entry level firefighter personnel. Minimum requirements by date of application: 19 years of age, high school graduate or recognized equivalent, valid driver's license, Associate Degree in a Fire Science Program or Wisconsin State Certified Firefighter Level II and must possess a current State of Wisconsin Paramedic {EMT-P} License (or be enrolled in a State of Wisconsin Paramedic license program, with a completion date prior to August 1, 2016; written documentation from educational institution showing proof of enrollment and good standing required). An eligibility list will be developed for subsequent employment selection. Competitive salary with excellent fringe benefits. Application packets are available to print at <http://wi-waukesha.civicplus.com/310/Employment> or for pickup beginning at 8:00 a.m., Monday, March 14, 2016 in the Human Resources Department, Room 205, Waukesha City Hall, 201 Delafield St, Waukesha, WI 53188. Completed application packets must be returned to the Human Resources Department by 4:00 p.m., Tuesday, March 29, 2016 or postmarked no later than March 29, 2016.

An Equal Opportunity/Affirmative Action Employer

**HUMAN RESOURCES DEPARTMENT**  
City Hall, Room 205  
201 Delafield Street  
Waukesha, Wisconsin 53188



WAUKESHA FIRE DEPARTMENT  
FIRE FIGHTER RECRUITMENT TIME LINE  
(TENTATIVE – 2016)

1. Commission Approval of Time Line .....February 22, 2016
2. Mailings of Posting to Organizations/Post on City Website .....March 2016 (early to mid)
3. Advertisement of Process (Milwaukeejobs.com) .....March 11, 2016
4. Applications Available.....March 14 – March 29, 2016
5. Applications Due .....March 29, 2016 (4:00 p.m.)
6. Written Examination (Location – \*Carroll University facility) &  
Candidate Physical Ability Test (CPAT) Orientation  
(Location – \*\*WFD Training Center.....April 22 & 23, 2016
7. CPAT Practice Sessions (Location – \*\*WFD Training Center) .....May 11 & 21, 2016
8. Physical Ability Test (Location – \*\*WFD Training Center).....June 23 & 25, 2016
9. Fire Department Interviews (Location – \*\*\*WFD Fire Station 1).....July 11, 2016 (week of)
10. Commission Interviews (Location – \*\*\*WFD Fire Station 1).....August 8, 2016 (week of)

Location Addresses:

*\*Carroll University Facility (1111 Sentry Drive, Room #111; Waukesha, WI)*

*\*\*WFD Training Center (900 Sentry Drive; Waukesha, WI)*

*\*\*\*WFD Fire Station 1 (130 W. St. Paul Avenue; Waukesha, WI)*

## **WAUKESHA FIRE DEPARTMENT RECRUITMENT OVERVIEW (2016)**

The City of Waukesha Fire Department is a career department with 100 full time Firefighters and Officers. We are a group of professionals, working together to save lives and property. We provide fire suppression, technical rescue, county-wide hazardous material response, emergency medical services (basic [EMT] and advanced life support [paramedic]), as well as public education and inspection services. We respond from five- (5) fire stations, protecting approximately 72,000 citizens in a 23.5 sq. mile radius (approx.).

Firefighters receive approximately 200 hours of basic instruction over a four- (4) week recruit program and an additional 200 hours of education and evaluation over an 18-month probationary period. The starting pay for the position of firefighter is \$44,098 per year (2013 - 2015 labor agreement) with excellent fringe benefits that include medical and dental insurance, paid vacations, and a comprehensive pension package.

Career advancement opportunities are available in the areas of fire prevention, administration, suppression, and emergency medical. Firefighters can be promoted to the positions of equipment operator, fire lieutenant, and fire prevention inspector, to name a few.

### ***IS A CAREER IN THE FIRE SERVICE RIGHT FOR YOU?***

Today's firefighters are men and women of all races and creeds who provide public safety services to the citizens of Waukesha. These firefighters fight fires, provide emergency medical services, and perform related public safety tasks, which may include the following essential functions:

1. Operating all types of fire and rescue equipment, including fire extinguishers, forcible entry tools, aerial ladder equipment, emergency medical equipment, and hose lines with nozzles.
2. Responding to emergency medical incidents, analyzing patient needs, and administering advanced emergency medical assistance.
3. Responding to a variety of general emergency rescue calls such as auto accidents, gas system leaks, and public assistance (helping the elderly and disabled individuals with a problem).
4. Performing search and rescue of individuals in hazardous environments including fire situations, collapsed buildings, automobile accidents, hazardous materials spills, and confined spaces.

Firefighters report to a Lieutenant who supervises and works alongside his/her Company. Each Company works a 24-hour shift, with rotating days off. Firefighters live at the fire station when they are on duty and perform additional station duties such as vacuuming, cooking, and cleaning. Just as with family members, good communication skills are a must while working in these close quarters.

### ***THE JOB OF A FIREFIGHTER***

Firefighting can be a hazardous occupation and such work can be extremely arduous at times. The tools of the trade are heavy, and firefighters must be able to repeatedly handle those implements over prolonged periods of time. Because fires spread rapidly, firefighters must work quickly. This urgency places a considerable burden on the firefighter's endurance.

Firefighting is always conducted while wearing heavy, protective clothing and self-contained breathing apparatus (weighing approximately 45 pounds), greatly reducing the body's ability to cool itself. The weight of the protective gear alone increases the difficulty of "routine" tasks by 33 percent, which underscores the importance of strength and stamina. Physical fitness (principally cardio-respiratory fitness) greatly influences how well and how safely firefighters can cope with the potentially dangerous heat stress.

Firefighting is periodically conducted in extremely hot and toxic environments. This greatly increases the physical and mental stress associated with performing otherwise routine firefighting tasks.

The firefighting entrance examination process is designed to ensure that those who are selected for entrance into recruit school possess the physical strength, stamina, and learning ability to successfully complete the weeks of intensive and strenuous training.

## ***COMPONENTS OF THE TESTING PROCESS***

### Written Examination

Qualified applicants who submit an accurately completed application packet will be offered the opportunity to participate in the written examination. The written examination is comprised of three– (3) sections (Reading Comprehension, Listening Comprehension, and Math), and is designed to evaluate the knowledge, skills, and abilities required for further consideration in an entry-level firefighter position. The test lasts approximately two (2) hours.

### Candidate Physical Ability Test (CPAT)

Applicants receiving a score of 70 percent or higher in **each** of the three- (3) sections of the written examination will be scheduled for the Candidate Physical Ability Test (CPAT). The CPAT demonstrates your ability to perform some of the physical tasks that firefighters have to perform (i.e. carrying and raising ladders; dragging, carrying and advancing fire hoses; rescuing victims; etc.) Applicants who successfully complete the CPAT may advance to an oral interview.

Key points in preparing for the Candidate Physical Ability Test (CPAT):

1. Begin training now. The job of a firefighter is physically demanding and a continuous factor in your ability to maintain the qualifications for the job.
2. Consult with a doctor before beginning any physical training activities.
3. Any physical preparation should include cardiopulmonary fitness (heart and lungs), physical strength, and muscle endurance training.
4. Physical training routines are available at libraries and book stores. Gold's Gym in Waukesha is one local community partner available to provide additional physical fitness training guidance to assist in the preparation of the CPAT (cost to applicant).
5. To prepare for the CPAT, candidates should utilize the "Candidate Physical Ability Test Orientation Guide" and the "Preparation Guide for the Candidate Physical Ability Test", which will be distributed on the day of the Written Examination.

### Oral Interview(s)

Initial Oral interviews are conducted by fire department Chief Officers, with a final interview being conducted by the City of Waukesha Police and Fire Commission. An "Eligibility List" is ultimately established, and is comprised of the names of applicants successfully completing both interviews.

## ***FILLING OF VACANCIES***

As position(s) become vacant, selected candidates are subject to a thorough background check and subsequently, may be given a conditional offer of employment, which is subject to a comprehensive medical examination and a psychological suitability screening. Successful completion of these elements may result in a final offer of employment being extended to candidate(s).